

Milford Water/Wastewater Commissioners'
Meeting Minutes
May 28, 2020

Present: Michael Putnam, Chairman
Robert Courage, Vice-Chairman
Dale White, Commissioner
Kevin Stetson, Director, Water Utilities Department
Evelyn Gendron, WUD Executive Assistant

Call to Order

At 6:00 p.m. Chairman Putnam called the meeting to order with introductions. He explained that in light of COVID-19, steps recommended by the Center of Disease Control (CDC) will be taken to reduce the risk of infection while conducting this open, Public Meeting, including:

- *disinfecting* the conference room table prior to/after the meeting
- *encouraging* public comments/questions be submitted prior to the meeting, via phone 249-0661, or email: kstetson@milford.nh.gov to be read aloud during the meeting and facilitate public participation
- *requesting* people who exhibit COVID symptoms not to attend the meeting
- *encouraging* application of hand sanitizer prior to the meeting
- *encouraging* social distancing
- *encouraging* face masks be worn by meeting participants

The Board of Commissioners must meet to ensure that local government keeps functioning and values the public's cooperation to keep everyone safe.

Press and Public Comments – none

Decisions & Approvals

Meeting Minutes – Upon motion by Commissioner White, seconded by Vice-Chairman Courage, the meeting minutes of the May 12, 2020 commissioners' meeting were approved as presented. The motion passed by the 3/0 vote.

Water and Sewer Users Fee/Tax Collector's Warrant – April 2020 – The commissioners' signed the Tax Collector's Warrant for collection of taxes in the matter of water and sewer users fees for the April 2020 Bill Commitment 200430, which had been approved during the remotely held May 12th Board meeting, via Zoom.

Discussion/Information Items

Public Comment Period - NPDES Permit Renewal

NPDES stands for "National Pollutant Discharge Elimination System" and refers to the permitted limitations imposed specifically upon Milford's wastewater and collection system operational "numbers". Director Stetson explained that the Water Utilities Department received notice that the permit renewal period is ending and a 30 day public comment and review period has been assigned: May 20, 2020 through June 18, 2020. He summarized the permit renewal changes as follows:

1. Town of Wilton changes from an inter-municipal agreement to a co-permittee status
2. New reporting standards in effluent standards: increased sampling and analysis requirements

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3. New receiving waters monitoring
4. New collection system mapping and monitoring reporting
5. New collection system inflow and infiltration control reporting
6. New requirement for Alternative Power Source (emergency generator)
7. New requirements for industrial Pretreatment and Sludge reporting
8. New Sewer Use ordinance reporting
9. New Local Limits reporting

Necessary to meet the permit renewal requirements include:

1. WWTF Plant Upgrades to improve effluent treatment for meeting new standards, to include a review of the facility's treatment capacity
2. Collection System Mapping, and Operation/Maintenance
3. Set up EPA electronic reporting for the new requirements

The compliance schedule included in the draft permit:

1. 54 months for Phosphorus requirements
2. 36 months for Aluminum requirements

Director Stetson has contacted Underwood Engineers regarding the 30-day public comment period.

Wastewater Treatment Facility plant upgrades to improve effluent treatment for meeting new standards will include:

1. Request for proposals for a feasibility study regarding:
 - Projected flow and treatment requirements
 - Population projections
 - Community Development projections
 - Treatment options
2. Other Town plans for major capital projects. Milford Water Utilities projects may compete with Town tax requirements.

The commissioners reviewed the May 2017 to Present monthly effluent flow and December 2018 to Present daily effluent graphs charted by Mr. Stetson utilizing a Hach-Wims database, which indicated an upward effluent flow trend during the past six months, which reflect that impacts to the level of treatment facility capacity are occurring. Milford has experienced much growth, and growth appears to be continuing. Many families have been staying at home and local due to the COVID situation. Cellar drains connected to the sanitary sewer system would also contribute to an upward trend. Flow meter calibration will be verified. 2019 average daily flow numbers will be reviewed again. Mr. Stetson prepared the graphs while researching permit needs to consider preparing a Request for Proposal. Regarding projected future loadings in an Underwood Engineers' 2014 facility plan/sewer rate study document noted "Given that the original design capacity annual average day values for the Milford WWTF are 2.15 MGD, 3,350 lbs BOD/day, and 4,000 TSS/day, it would appear that the plant design loadings for these parameters will not be exceeded within the next 20 years". It did not seem in 2014 that Milford would grow this much by 2020. The commissioners expressed interest in future database trends/data as well as comments from Underwood Engineers.

Dewatering Project Update

The commissioners reviewed Director Stetson's correspondence explaining that on Thursday, May 21, 2020 the centrifuge equipment operation had been accepted by the Milford Water Utilities Department, and that the dewatering equipment is ready for full operation. Project outstanding issues include:

- Punch list items
- Diverter gate issue
- Permanganate feed timing issue

Activities Report

Reviewed by the commissioners. The annual water quality Consumer Confidence Report has been completed. Hydrant flushing has been suspended due to the dry weather conditions, as explained by Ryan Provins, Water Department Foreman, being in attendance at this evening's meeting.

Non-Public Session – RSA 91-A:3,II(a) Personnel

At 6:45 p.m., the motion made by Commissioner White, seconded by Chairman Putnam, to enter into the non-public session per RSA 91-A:3,II(a) for the purpose of discussing personnel, was unanimously approved. The motion carried by the 3/0 "aye" votes cast.

Adjournment – The meeting adjourned at 7:50 p.m.

Future Meetings

- Tuesday, 6/23/2020 6:00 p.m. at the Water Utilities Department, 564 Nashua Street

Michael Putnam, Chairman

Date

Robert Courage, Vice-Chairman

Date

Dale White, Commissioner

Date